



External Minutes (Draft)

**MINUTES OF CIRENCESTER COLLEGE
CORPORATION MEETING
Monday 26th June 2023 at 5.00 pm**

N001 at Cirencester College.

This meeting was also available via Microsoft Teams. All documents were made available to all governors via Office 365 and shared via Microsoft Teams.

Present:

Jane Fern (JF) (Staff Governor)
Tony FitzSimons (TF) (External Governor)
Fiona Galbraith (FG) (External Governor)
Chris Haslam (CH) (External Governor) (via Microsoft Teams)
Peter Holmes (PH) (Chair of the Corporation)
Ping Li (PL) (External Governor)
Ben Mathis (BM) (Student Governor) (via Microsoft Teams)
Libby Reed (LR) (External Governor)
Matt Reynolds (MR) (Interim Principal)
Susie Richards (SR) (External Governor)
Nicole Saunders (NS) (External Governor) (via Microsoft Teams)
Andrew Tubb (AT) (Vice Chair) (via Microsoft Teams)
Julian Tudsbury (JT) (External Governor)
Nikki Webster (NW) (Staff Governor)
Ben West (BW) (Vice Chair)
David Zan-Kreyser (DZK) (External Governor) (via Microsoft Teams)

In attendance:

Mike Cadman (MCA) (Cirencester College, Head of Pastoral)
Matt Couzens (MC) (Cirencester College, VP Curriculum and Quality)
Angelo Faria (AF) (Cirencester College, Finance Director)
Karen Fraser (KF) (Cirencester College, VP Student Journey and External Relations)
Jeannie Adam (JA) (Clerk to the Corporation)

GC – Governor comment.

GQ – Governor question.

CD – Corporation decision.

1.	<p><u>Apologies</u></p> <p>Apologies were received and accepted from Amelie Solomon. The meeting was quorate.</p>
2.	<p><u>Declarations of interest</u></p> <p>No member declared an interest in any item on the agenda.</p>
3.	<p><u>Welcome and introductions</u></p> <p>Tony FitzSimons and Ping Li were formally welcomed as new external governors and introduced to the meeting.</p>
4.	<p><u>Strategic Objectives 2022-2027</u></p> <p><u>Annual review</u></p> <p>The strategic objectives 2022-2027 were formally approved by Corporation at its meeting on 4th October 2021.</p> <p>a. The strategic objectives 2022-2027 had been circulated with the agenda for the meeting.</p> <p>b. The strategic objectives 2022-2027 progress review had been circulated by email on 23rd June 2023. The Interim Principal made the following key points:</p> <ul style="list-style-type: none"> • Data illustrates that there is consistent improvement especially around student progression. • Stakeholder surveys show positive trends in most areas. • Preparation for Ofsted inspection remains a focus. The appointment of a substantive principal could trigger an inspection to establish baselines. Significant concerns about any aspects of the college could also trigger an inspection. <p>GQ – What are the main barriers to an outstanding Ofsted?</p> <p>A – Work placements and work experience could be a challenging area. This is common across all colleges. Employer boards are in place and are working with course teams. Work experience is being tracked. Courses of concern are subject to action plans and improvements are being made. Colleges appear to work more effectively with employers than 6th forms within schools.</p> <p>c. The Key Performance Indicator (KPI) tracker against strategic objectives 2022-27 had been circulated by email on 23rd June 2023.</p> <p>GC – The metrics to measure the achievement of the strategic objectives appear conservative given that most of them have been achieved. The targets will need to be reviewed at the strategy meeting in September 2023.</p> <p>A – Changes in student demographics may have an impact in the coming years and some courses could be de-funded.</p> <p>Action – Strategy meeting on September 2023 will need to focus on KPIs in use to measure the performance against the strategic objectives 2022-2027.</p>

5.	<p><u>Interim Principal's Report (Confidential)</u></p> <p>The Interim Principal's report (June 2023) had been circulated with the agenda for the meeting. The discussions are noted in the confidential internal minutes of the meeting.</p> <p>The Corporation noted the Interim Principal's Report (June 2023).</p>
8 and 9.	<p><u>Student retention and attendance report 2022-2023 and Destination report 2021-2022</u></p> <p>The Chair moved items 8 and 9 up the agenda.</p> <p>The annual Student Retention and Attendance Report for 2022-2023 and the annual Destination Report for 2021-2022 had been circulated with the agenda for the meeting.</p> <p>The Head of Pastoral made the following key points:</p> <ul style="list-style-type: none"> • 96% of leavers move on to a positive destination – HE, apprenticeship, employment. • Course completion is key, with very low levels of unemployment for those completing their courses. Where the course is not completed, unemployment can be around 30%. • There is strong retention of bursary students and positive destinations. This will be an area of focus for 2023-2024 as bursary students may be subject to greater financial vulnerability. <p>GC – strong retention is vital to the financial stability of the college as well as student outcomes. GC – Cirencester College leavers outperform the independent sector within HE. A – This trend has been established for a number of years now. GQ – Does attention need to be focused on Polar quintile 1 where there has been a decline? A – Yes. This group will be sensitive to financial change and further support is being explored. The headlines are generally strong and drilling into the detail will identify areas in need of additional support.</p> <p>The Corporation noted the Student retention and attendance report 2022-2023 and Destination report 2021-2022. The Chair thanked MCA for his attendance at the meeting.</p> <p>MCA left the meeting.</p>
6.	<p><u>Additional 40 hours report (confidential)</u></p> <p>The Post Covid long term education recovery plan report (to fund 40 additional learning hours for Band 5 and T Level students) had been circulated with the agenda for the meeting. The details of the discussions are recorded in the confidential internal minutes for the meeting.</p> <p>The Corporation noted the additional 40 hours report.</p>
7.	<p><u>Quality of Teaching and Learning – Courses for Concern (confidential).</u></p> <p>The Quality of Teaching and Learning Report – Course for Concern, had been circulated with the agenda for the meeting.</p>

	<p>The details of the discussions are recorded in the confidential internal minutes for the meeting.</p> <p>The Corporation noted the Teaching and Learning Report – Courses for Concern.</p>
10.	<p><u>Results of staff, student, and parent surveys (Confidential)</u></p> <p>a. The Staff survey 2022-2023 had been circulated with the agenda for the meeting.</p> <p>The details of the discussions are recorded in the confidential internal minutes for the meeting.</p> <p>b. The Parent survey 2022-2023 had been circulated with the agenda for the meeting.</p> <p>The details of the discussions are recorded in the confidential internal minutes for the meeting.</p> <p>c. Cross-college student survey 2022-2023 – this report has been deferred until October 2023.</p> <p>The Corporation noted the staff and student survey reports for 2022-2023.</p> <p>BM left the meeting.</p>
11.	<p><u>Financial Report and Accounts</u></p> <p>a. P09 financial statement and commentary April 2023 had been circulated with the agenda for the meeting.</p> <p>CD – The Corporation unanimously approved the £342.5k loyalty/retention provision in fy2022-23, payable as a £1,000 per fte one-off bonus in December 2023 or January 2024 to fy2022-23 staff remaining with the College at the time of payment.</p> <p>Action – Clerk to write to the Finance Director to confirm the Corporation approval of the £342.5k loyalty/retention provision in fy2022-23.</p> <p>The Corporation noted the P09 financial statement and commentary.</p> <p>b. P10 financial statement and commentary May 2023 had been circulated with the agenda for the meeting.</p> <p>CH joined the meeting.</p> <p>GQ – Is the budgeting behind the £2.8 million capital fund grant for the wellbeing hub sound? A – Carters have received a clear budget. This will be revised at the design phase. Previous budgeting with Carters has been strong and the experience of the 2 recent projects with them is valuable.</p> <p>GC – The projected surplus is likely to diminish with uncertain funding situation and conservative enrolment assumptions.</p>

	<p>A – The December 2023 census is key. Budget it for 2850 and marketing are confident this will be exceeded.</p> <p>GQ – Are the demographic changes expected to impact this area?</p> <p>A – Modelling has been completed to support recent bids. Swindon growth is predicted to be strong although growth in the immediate area may slow. The broad catchment area is of benefit to the college.</p> <p>GC – Increasing staff costs when considered alongside increase in enrolments is a risk.</p> <p>A – Competitive salary offer has been made to support retention and recruitment. Salary budget always assumes that all staff will remain in post for the whole year although this is never the case. The forecast figures to 2026-2027 are based on 2023-2204 funding levels and conservative enrolment assumptions. The college should remain within ESFA parameters.</p> <p>GC – The strategy meeting in September 2023 should consider the staff metrics against benchmarks for the sector.</p> <p>A – There have been 2700 applications so far for 2023-2024 with plans in place to improve support levels in order to retain students. Lagged funding means the college has a window to react should it need to retrench.</p> <p>The Corporation noted the P10 financial statement and commentary.</p> <p>c. Form of compliance certificate – to 30th April 2023, had been circulated with the agenda for the meeting and was noted by the Corporation.</p>
<p>12.</p>	<p><u>Student Governors</u></p> <p>No matters had been raised by the Student Governors prior to the meeting.</p>
<p>13.</p>	<p><u>Focus Governance</u></p> <p>The following reports from Focus Governors regarding contact and meetings with SLT and key college staff, had been circulated with the agenda for the meeting.</p> <p>a. STEAM faculty review 12th June 2023 and Pastoral review 13th June 2023 (BW)</p> <p>b. ALES faculty review 14th June 2023 (PH).</p> <p>GC – The number of high need students is increasing rapidly. The number with an Education Health and Care Plan (EHCP) has doubled. Increased levels of support will be required across all areas. Failing to provide the required support will be a risk for the college.</p> <p>GC – Staff retention was the main issue on the courses of concern.</p> <p>A – National data suggests that 40% of new teachers leave the profession within 2 years. College data suggests 13% of staff leave – this includes those coming to the end of a fixed contract with 9% resignations. There are areas where it is difficult to recruit. The Taking Teaching Further scheme has been used with some success.</p> <p>GC – Public sector staff turnover is around 15%.</p> <p>C. Digication event 20th June 2023 (FG).</p>

	<p>GC – This was an excellent event with positive student feedback. Noted that around 6% of the student body attended. Do more resources need to support digication programmes? A – The event was put together at short notice and was available to Year 1 only. It will repeat – probably in March 2024 with access to all. Planning is already in place and a cyber escape room has been booked.</p> <p>The Corporation noted the Focus Governor reports received.</p>
14.	<p><u>Corporation membership – confidential</u></p> <p>The details of the discussions are recorded in the confidential internal minutes for the meeting.</p>
15.	<p><u>Appointment of Chairs of Committees 2023-2024 and beyond</u></p> <p>The Corporation noted the appointment of the Chairs of the Committees by the Search and Governance Committee on 22nd May 2023:</p> <ul style="list-style-type: none">a. Audit Committee DZK from 9th July 2023 for one year to facilitate the preparation for TF to be appointed as Chair in summer/autumn 2024.b. Remuneration Committee SR from 9th July 2023 for one year until 8th July 2024.c. Search and Governance Committee FG for 2 years until 24th May 2025.
16.	<p><u>Appointment of Committee members</u></p> <p>The Corporation noted the appointments to committees by the Search and Governance Committee on 22nd May 2023:</p> <ul style="list-style-type: none">a. Audit Committee TF to join Audit Committee from 5th June 2023.b. Search and Governance Committee MR to join Search and Governance Committee on appointment as Interim Principal from 30th May 2023.c. Remuneration Committee PL to join Remuneration Committee from 26th June 2023.

17.	<p><u>Governance</u></p> <p>a. To note, approve and sign off the minutes of the Corporation meeting on 24th April 2023:</p> <ul style="list-style-type: none"> i. External governors only - confidential minutes ii. Confidential Internal minutes iii. External minutes. <p>The final minutes had been circulated with the agenda for the meeting (draft minutes were circulated for comment on 17th May 2023).</p> <p>CD - All minutes (24th April 2023) were approved as an accurate record of the meeting and were signed by the Chair of the meeting.</p> <p>b. Matters arising from the 24th April 2023 minutes not covered elsewhere on the agenda.</p> <p>There were no matters arising from the 24th April 2023 minutes.</p> <p>c. To note, approve and sign off the minutes of the special Corporation meeting on 17th May 2023 (draft minutes were circulated for comment on 24th May 2023).</p> <p>CD - The minutes (17th May 2023) were approved as an accurate record of the meeting and were signed by the Chair of the meeting.</p> <p>a. To note, approve and sign off the minutes of the special Corporation meeting on 30th May 2023.</p> <p>CD - All minutes (30th May 2023) were approved as an accurate record of the meeting and were signed by the Chair of the meeting.</p>
18.	<p><u>Search and Governance Committee – 22nd May 2023</u></p> <p>a. The minutes (draft) of the Search and Governance Committee meeting of 22nd May 2023 had been circulated with the agenda for the meeting and were noted by the Corporation.</p> <p>b. The following Standing Orders (updated drafts), which had been reviewed by the Search and Governance Committee on 22nd May 2023 and recommended to the Corporation for approval, had been circulated with the agenda for the meeting:</p> <ul style="list-style-type: none"> i. Standing Order 2A – Corporation constitution, terms of reference and procedures. ii. Standing Order 12 – Appointment of Chair and Vice Chairs of the Corporation and Committee Chairs. iii. Standing Order 14 – Powers delegated to the Chair of the Corporation. iv. Standing Order 16 – Co-opted members. v. Standing Order Appendix 22 – Access to college information and public attendance at meetings.

- vi. Standing Order Appendix 26 – Procedure to be followed in the event of complaints against the Corporation, a Member or the Clerk.
- vii. Standing Order 30 – Public Value Statement for Cirencester College (annual review).
- viii. Standing Order – Appendix 40 – Procedure for virtual attendance at Corporation and committee meetings (annual review).

CD – The Corporation approved the updated drafts of the Standing Orders (items 18bi-18bviii).

Action – Clerk to finalise updates to Standing Order Appendix 2A, 12, 14, 16, 22, 26, 30, 40.

c. Skills audit and self-assessment questionnaires 2023-2024

The MoSCoW document had been circulated with the agenda for the meeting and was noted by the Corporation.

GC - FG commented that further work is recommended by the committee and the Clerk to establish how this approach affects skills audits and self-assessment questionnaires in the future.

Action – Governors to feedback to FG with comments on the MoSCoW document.

d. External review of governance

The final report for the external review of governance had been circulated with the agenda for the meeting and was noted by the Corporation.

Action – Clerk to develop a report to monitor the implementation of the recommendations of the external report. This to be a standing item on the Search and Governance Committee agenda and reported to Corporation.

e. Corporation Self-Assessment Questionnaire (SAQ) 2022-2023

CD - The Corporation approved the recommendation to the defer of the Corporation SAQ for 2022-2023 in light of the external review of governance.

f. Chairs Performance – 2022-2023

The Corporation noted that the Committee has approved the Chairs Performance 2022-2023 questionnaire and that the questionnaire will be issued by the Clerk prior to the end of term and should be returned by 1st September 2023.

Action - All governors to complete and return the Chairs Performance questionnaire for 2022-2023 by 1st September 2023.

	<p><u>g. Individual governor performance review – 2022-2023</u></p> <p>The Corporation noted that the Chair of the Corporation will conduct these reviews with governors during the summer break.</p> <p>Action – Chair of Corporation and governors to complete individual governor performance reviews during the summer break.</p> <p><u>h. SFCA webinar programme 2023-2024</u></p> <p>The Committee recommends that the Corporation subscribes to the SFCA webinar programme for 2023-2024 at a cost of approximately £250 per annum.</p> <p>CD - The Corporation approved the subscription to the SFCA webinar programme for 2023-2024.</p> <p>Action – Clerk to arrange for the Corporation to subscribe to the SFCA governance webinars for 2023-2024.</p> <p><u>i. DBS check for external governors.</u></p> <p>The committee recommends that the Corporation approves the introduction of a further DBS check for external governors when they have completed 5 years of tenure.</p> <p>CD – The Corporation approved the introduction of a further DBS check for external governors when they have completed 5 years of tenure.</p> <p>Action – Clerk to implement DBS process with HR.</p>
19.	<p><u>Audit Committee 12th June 2023</u></p> <p>a. The minutes (confidential draft) of the Audit Committee meeting of 12th June 2023 had been circulated with the agenda for the meeting and were noted by the Corporation.</p> <p>b. The Risk Assurance Register as of June 2023 had been circulated with the agenda for the meeting and was noted by the Corporation.</p> <p>c. The interim Risk Management Report as of June 2023 had been circulated with the agenda for the meeting and was noted by the Corporation.</p> <p>d. Mazar’s Audit Strategy Memorandum (year ending 31 July 2023) had been circulated with the agenda for the Corporation.</p> <p>CD – The Corporation approved Mazar’s Audit Strategy Memorandum (year ending 31 July 2023).</p> <p>Action – Clerk to confirm to Finance Director that Corporation have approved Mazar’s Audit Strategy Memorandum (year ending 31 July 2023).</p>

The following further recommendations from the Audit Committee meeting on 12th June 2023 were considered:

e. Post 16 Audit Code of Practice (ACOP) and Regularity Self-Assessment Questionnaire

- i. The Post 16 ACOP 2022-2023 (April 2023) had been circulated with the agenda for the meeting and was noted by the Corporation.
- ii. The ACOP Regularity Self-Assessment Questionnaire 2022-2023 had been circulated with the agenda for the meeting.

CD – The Corporation authorised the signing of the ACOP Regularity Self-Assessment Questionnaire 2022-2023 by Chair of the Corporation and Interim Principal (as Accounting Officer).

Action – Chair and Interim Principal to sign the ACOP Regularity Self-Assessment Questionnaire 2022-2023. Clerk to confirm to Finance Director that Corporation have authorised the signing of the ACOP Regularity Self-Assessment Questionnaire 2022-2023 Signed document to be returned to Finance Director.

- iii. The Letter of Representation for the ACOP had been circulated with the agenda for the meeting.

CD – The Corporation authorised the Finance Director to sign the Letter of Representation for the ACOP on behalf of the Corporation.

Action – Clerk to confirm to Finance Director that Corporation have authorised him to sign the Letter of Representation for the ACOP on behalf of the Corporation.

f. College Accounts Direction 2022-2023 – Financial reporting requirements for sixth form colleges and further education colleges – March 2023

The College Accounts Direction 2022-2023 which sets out the Education and Skills Funding Agency's (ESFA's) financial reporting requirements for sixth form college corporations had been circulated with the agenda for the meeting.

The Corporation noted the College Accounts Direction 2022-2023.

g. College Financial Planning Handbook 2023

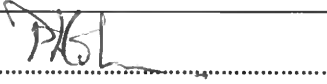
The 'College Financial Planning Handbook 2023' (issued by ESFA May 2023) which confirms the financial outturn requirements for the year 2022 to 2023 and financial planning requirements for the years 2023 to 2024 and 2024 to 2025 for further education and sixth-form college corporations had been circulated with the agenda for the meeting.

The Corporation noted the College Financial Planning Handbook 2023.

	<p>h. <u>Internal audit</u></p> <p>The Committee recommends that the Corporation approves the proposed internal audit activity for 2023-2024:</p> <ul style="list-style-type: none"> i. Employer related review – work placements, work experience etc. Note carried over from 2022-2023. ii. New HR system – following the introduction of the new HR system and to seek assurance for data quality, access controls, error reports. iii. Staff recruitment and retention – to challenge staff retention, recruitment expenditure and link to student experience. iv. ILR data – to provide assurance given the critical need for accuracy for ESFA. v. Core financial controls (June 2024). <p>CD – The Corporation approved the proposed internal audit activity for 2023-2024.</p> <p>Action – Clerk to advise the Finance Director of the Corporation approval.</p> <p>i. <u>Audit Committee Terms of Reference</u></p> <p>Standing Order Appendix 5A - Audit Committee Terms of Reference - had been updated in line with the changes to the Post 16 Audit Code of Practice (ACOP) 2022-2023 and had been circulated with the agenda for the meeting.</p> <p>CD - The Corporation approved the updates made to Standing Order Appendix 5A – Audit Committee Terms of Reference.</p>
20.	<p><u>Policies</u></p> <p>The following policies which had been reviewed by the Audit Committee on 12th June 2023 and recommended to the Corporation for approval, had been circulated with the agenda for the meeting:</p> <ul style="list-style-type: none"> a. Fees and Income Policy 2022-2023. b. Fees and Income Policy 2023-2024. <p>CD – The Corporation approved the Fees and Income Policy 2022-2023 and the Fees and Income Policy 2023-2024.</p> <p>Action – Clerk to advise the Finance Director of the Corporation’s approval.</p>
21.	<p><u>Corporation meetings and key business 2023-2024</u></p> <ul style="list-style-type: none"> a. The draft schedule of Corporation and Committee meetings 2023-2024 (SO Appendix 8) had been circulated with the agenda for the meeting.

	<p>CD – Subject to the revision of the Corporation in October 2023, the Corporation approved the schedule of Corporation and Committee meetings 2023-2024 (SO Appendix 8).</p> <p>Action – date of the October 2023 Corporation meeting to be finalised and the revised SO Appendix 8 issued to Corporation and SLT.</p> <p>b. The draft schedule of key business items for inclusion in Corporation meetings during 2022-2023 (SO Appendix 2B) had been circulated with the agenda for the meeting.</p> <p>CD - The Corporation noted that the schedule of key business for inclusion in Corporation meetings during 2023-2024 (SO Appendix 2B) is being finalized and will be issued in due course.</p> <p>Action - SO Appendix 2B to be issued to Corporation and SLT when finalized.</p> <p>TF, NS, JF, NW, MC, MR, KF and AF left the meeting.</p>
22.	<p><u>Appointment of substantive Principal (external governors only - confidential)</u></p> <p>The details of the discussions for this item are recorded in the confidential minutes for external governors only.</p>
21.	<p><u>Any Other Business</u></p> <p>There was no further business for the meeting.</p>
22.	<p><u>Date of the next meeting</u></p> <p>The Corporation strategy meeting will take place on Monday 18th September 2023 from 5pm. The venue will be confirmed in due course.</p> <p>The first Corporation meeting of 2023-2024 academic year will take place on Monday 9th October 2022 from 5pm. The venue will be confirmed in due course.</p> <p>As detailed in SO Appendix 2B – Summary of Key Business 2023-2024 (draft) the next Corporation meeting will receive reports on the following:</p> <ul style="list-style-type: none"> • Cross college report 2022-2023 • Pre- audit update 2022-2023 and 2023-2024 outlook note • Marketing and growth (transport, school liaison, website, stakeholder and community relations • Customer feedback report – complaints, compliments and comments 2022-2023 • Summer 2023 results • Annual subcontracting report 2022-2023 • Annual whistleblowing report 2022-2023. <p>The meeting closed at 7.30pm.</p> <p>Signature of Chair of the Corporation:</p>

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	 Peter Holmes Date: 09. 10. 23
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Committee action from this meeting and outstanding business for the next meeting			Complete?
Item 4c	Strategy meeting on September 2023 will need to focus on KPIs in use to measure the performance against the strategic objectives 2022-2027.	All governors. Clerk to add to the agenda for strategy meeting in September 2023.	Ongoing Complete – added to draft agenda for strategy meeting in September 2023.
Item 11a	Clerk to write to the Finance Director to confirm the Corporation approval of the £342.5k loyalty/retention provision in fy2022-23.	Clerk	Complete – email sent 28/6/2023
Item 14b	Clerk to write to AS to notify her of the vote of thanks from the Corporation.	Clerk	28/6/2023 – email sent to AS.
Item 14e	Clerk to write to PH to confirm the extension to tenure and appointment as Chair of the Corporation.	Clerk	6/9/2023 – letter sent to PH
Items 14f, 14g and 14h	Search and Governance Committee to monitor tenures of CH, NS, BW and Vice Chair appointment for July 2024	Search and Governance Committee. Clerk to add to the agenda for S and G on 5/2/2024	Ongoing Complete
Items 18bi-18bviii).	Clerk to finalise updates to Standing Order Appendix 2A, 12, 14, 16, 22, 26, 30, 40.	Clerk	10/7/2023 – complete. Master documents updated. SO Appendix 30 updated on website.
Item 18c	Governors to feedback to FG with comments on the MoSCoW document.	All governors	

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Item 18d	<p>Develop a report to monitor the implementation of the recommendations of the external report.</p> <p>Report and monitoring of recommendations to be a standing item on the Search and Governance Committee agenda and reported to Corporation.</p>	<p>Clerk</p> <p>Search and Governance Committee</p>	28/6/2023 – Added to draft agenda for 23/10/2023
Item 18f	Action - All governors to complete and return the Chairs Performance questionnaire for 2022-2023 by 1/9/2023.	All governors	4/9/2023 – sent to all governors by email
Item 18g	Chair of Corporation and governors to complete individual governor performance reviews during the summer break.	Chair and governors.	Complete
Item 18h	Clerk to arrange for the Corporation to subscribe to the SFCA governance webinars for 2023-2024.	Clerk	30/8/2023 – subscription renewed.
Item 18i	Clerk to implement further DBS check for external governors when they have completed 5 years of tenure.	Clerk/HR	Ongoing
Item 19d	Clerk to confirm to Finance Director that Corporation have approved Mazar's Audit Strategy Memorandum (year ending 31 July 2023).	Clerk	Complete – email sent 28/6/2023
Item 19eii	Chair and Interim Principal to sign the ACOP Regularity Self-Assessment Questionnaire 2022-2023. Clerk to confirm to Finance Director that Corporation have authorised the signing of the ACOP Regularity Self-Assessment Questionnaire 2022-2023 Signed document to be returned to Finance Director.		<p>26/6/2023 – signed by PH.</p> <p>28/6/2023 – document to MR for signature and return to Finance Director.</p> <p>28/6/2023 – Finance Director advised by email.</p>

Item 19eiii	Clerk to confirm to Finance Director that Corporation have authorised him to sign the Letter of Representation for the ACOP on behalf of the Corporation.	Clerk	Complete – email sent 28/6/2023
Item 19h	<p>Clerk to confirm to Finance Director that Corporation have approved the 2023-2024 internal audits:</p> <ul style="list-style-type: none"> i. Employer related review – work placements, work experience etc. Note carried over from 2022-2023. ii. New HR system – following the introduction of the new HR system and to seek assurance for data quality, access controls, error reports. iii. Staff recruitment and retention – to challenge staff retention, recruitment expenditure and link to student experience. iv. ILR data – to provide assurance given the critical need for accuracy for ESFA. v. Core financial controls (June 2024). 	Clerk	Complete – email sent 28/6/2023
Item 20a and 20b	Clerk to advise the Finance Director of the Corporation’s approval the Fees and Income Policy 2022-2023 and the Fees and Income Policy 2023-2024.	Clerk	Complete – email sent 28/6/2023
Items 21a and 21b	<p>a. Date of the October 2023 Corporation meeting to be finalised and the revised SO Appendix 8 issued to Corporation and SLT.</p> <p>b. SO Appendix 2B to be issued to Corporation and SLT when finalised.</p>	Clerk	3/7/2023 – confirmed as 9 th October 2023.

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Item 22	Sub-groups for appointment of substantive principal to complete agreed activities by end of July 2023.	Governor sub groups.	Complete
Committee action from previous meetings.			Complete?
	None		

